

MINUTES OF THE FEBRUARY 20, 2006 BUDGET AND PERSONNEL COMMITTEE MEETING

Chairwoman Conklin called the meeting to order at 5:30 pm.

Members Present

Hon. Nancy B. Conklin, Chairwoman
Hon. Anita W. Speidel
Hon. Glenn B. Wolffe

Others Present

Rob Ritter, Town Manager
Mike Cosby, Public Works Director

Public Participation

- Mr. Ray Rosenberger commented that the Town needed to look into a better health plan for its employees. He stated that the cost is not going down and that the Town needs to retain the good employees that it has. Mr. Rosenberger added that the Town needs to consider offering more employee benefits. He advised that the Town needs to be competitive with the County and State Governments by at least maintaining what is currently offered to the employees and then improving on that.
- Mr. Robert Behr mentioned that he sent a letter on behalf of the Oyster and Maritime Museum asking to renew the Town's funding and support of the museum. He also mentioned a one-to-one matching grant from the Virginia Commission of the Arts and that he would help us write the grant for up to \$5,000. The Committee discussed placing the matter on the March meeting agenda.

Agenda Adoption

Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to adopt the agenda. The motion was unanimously approved.

1. Employee Handbook – Unused Vacation.

Mr. Ritter explained that there are currently five employees that will lose vacation hours because they exceeded the 240-hour limit allowed to retain. Three suggestions were made:

- Extend the 240 hour limit
- Allow employees to sell back their vacation after 240 hours accrued.
- Take no action and allow those employees to lose their vacation hours that they worked so hard for.

Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to recommend to Council to amendment Section 302 of the Employee Handbook, Vacation Benefits to include: *Vacation time in excess of 240 hours shall be paid at the rate the employee is currently compensated if the Town Manager believes it could not be avoided; if not, vacation time will be lost if not taken by December 31 of each year. To be made retroactive as of December of 2006.* The motion was unanimously approved.

2. Installation of a Dump Truck Body on Old Sweeper Chassis.

Mr. Cosby explained that the long dump truck is approximately 20 years old and very near the end of its useful life. He further explained the truck body can be installed on the chassis from the old sweeper (which has about 30,000 miles on it) at a cost of \$12,500. Mr. Cosby stated that the conversion is not a budgeted expense but that it can be paid for as follows:

- There is \$5,000 budgeted for the purchase of a walk-behind planer. The purchase of the planer can be postponed as the truck is more important at this time.

- There is \$5,500 from Public Works Administration Salaries that can be used as the Mechanic position has not been filled since the end of July 2007.

Councilman Wolffe explained that he did not see the need to bring this to Council or to the Committee because it does not exceed one percent of the budget. Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to take the matter to the full Council, if required. The motion was unanimously approved.

3. Water Department Financing Alternatives for Ground Storage Tank Repairs.

Mr. Cosby explained that the project bids came in at \$241,000 and that the two alternatives to finance the project were to obtain a loan or to borrow \$240,000 from the general fund for twenty four months starting 7/1/07. For each option, the borrowed amount would be repaid at \$10,000 per month for two years.

Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to recommend to Council to borrow the \$240,000 for twenty four months from the general fund. The motion was unanimously approved.

4. Discussion on the 10-Year Capital Investment Plan (CIP).

Mr. Ritter presented a 10-year CIP to the Committee and explained that the row with the "Fiscal Year 2008" was the line that needed to be anchored down or static for the upcoming budget. He further explained that the other rows showing the subsequent years may be more dynamic since they may move around next year according to a greater priority. Mr. Ritter requested that Council contact him if they felt any information needed to be changed or included in his proposed CIP. He added that the CIP will be an attachment to the upcoming presented FY 08 budget.

5. Closed Meeting in Accordance with Section 2.2-3711(A)(1) of the Code of Virginia for Discussion of Personnel Matters.

Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to convene a closed meeting under Section 2.2-3711(A)(1) of the Code of Virginia to discuss personnel matters. The motion was unanimously approved.

Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to reconvene in regular session. The motion was unanimously approved.

Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to adopt a resolution of certification of the closed meeting.

WHEREAS, Budget & Personnel Committee has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(A)(1) of the Code of Virginia requires a certification by this Committee that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Chincoteague Budget & Personnel Committee hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Committee.

Vote: Ayes – Conklin, Speidel, Wolffe
Nays – None
Absent – None

Adjournment

Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to adjourn the meeting.
The motion was unanimously approved.

The next meeting is scheduled for Tuesday, March 20, 2007 at 5:30 pm.